



**City of Seattle**  
 Department of Planning and Development  
 700 Fifth Avenue, Suite 2000, P.O. Box 34019  
 Seattle, WA 98124-4019  
 (206) 684-8860



DPD Project Number

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## Pre-Application Site Visit Request

**Project site address:**

**Project Type:** ☐ Short Plat ☐ MUP ☐ MUP with Demo ☐ Demo ☐ Const ☐ Grading  
**STFI Status:** ☐ Okay to issue in ECA ☐ Not okay to issue in ECA

**Mailing Address:**

(City, State, Zip)

**Phone No:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Project site owner:**

**Owner's Representative:**

**e-mail address:**

**Project description:**

**Proposed excavation, fill and other grading:**

**Proposed foundation type(s):**

### Authorization to conduct Site Visit:

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Planning and Development to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

### Please circle one of the following:

Owner Renter/lessee Vacant  
 Occupied Occupied

- ☐ Impervious surface area has been added since 1992  
☐ Project or site has an approved exemption under Project Number \_\_\_\_\_  
 (see attached).

### Instructions for completing and submitting:

#### Pre-Application Site Visit Request Form:

- Fill-out Request Form completely; be sure to fill-out all the boxes and sign where noted in the Authorization box. **Attach a site plan to this Request Form.**
- Request Forms will not be accepted without an address and project number. To obtain an address and project number, please submit a Preliminary Application Form and additional site plan. These requests may be submitted at the same time.

#### Submit Request Form and site plan:

- Bring the Request Form and site plan to the triage counter in the Applicant Services Center (address below) for screening and fee validation. If not already completed, an address and project number will be assigned at this time.
- Pay the \$124.50 site visit fee at the cashier's window before returning the Request Form to the Triage counter. OR
- Mail the Request Form, Preliminary Application Form, 2 copies of a site plan and a check (payable to "City of Seattle") for \$124.50 to:  
 City of Seattle, Department of Planning and Development  
 Applicant Services Center  
 P. O. Box 34019  
 Seattle, WA 98124-4019

\*NOTE: DPD Staff time spent in excess of ¾ hour will be billed per Director's Rule I-2009.  
**Please call (206) 684-8860 if you have not received your PASV Report for your project within seven (7) calendar days from the date that the PASV Worksheet was submitted by you to DPD.**

### Pre-Application Site Visit Fee\*:

\$ 124.50

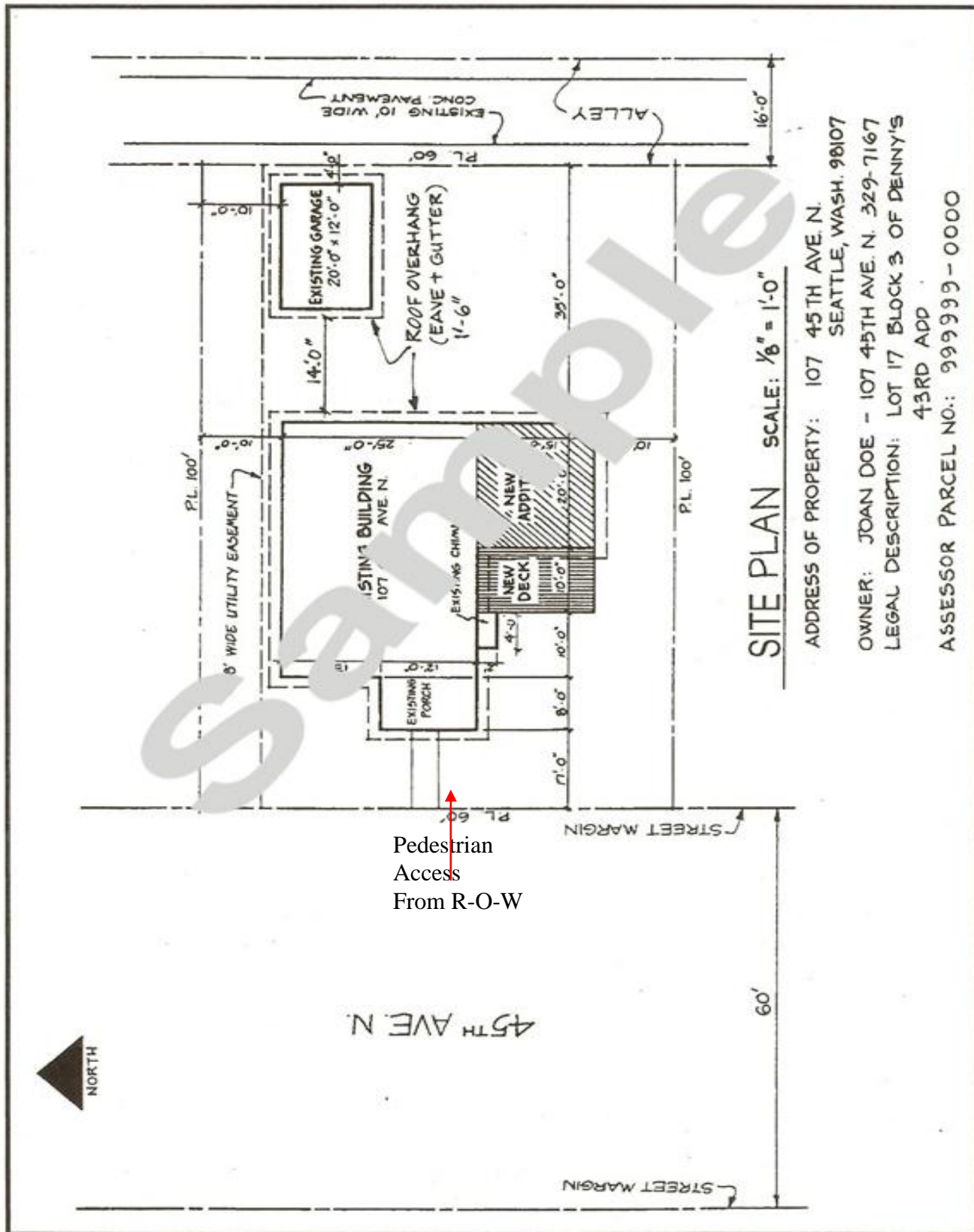
ASC Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Register Key 665  
 Component Number 75  
 Project Code USITEDEV

Fee Paid (stamp):

Receipt # \_\_\_\_\_



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